Title: National Buddy Walk® Program Manager
Report: Senior Manager of Special Events
Location: Washington, D.C., New York, NY or other location
Travel: Approximately <25%

About the National Down Syndrome Society (NDSS):

The National Down Syndrome Society (NDSS) is the leading human rights organization for all individuals with Down syndrome. NDSS envisions a world in which all people with Down syndrome have the opportunity to enhance their quality of life, realize their life aspirations and become valued members of welcoming communities. Founded in 1979, NDSS supports and advocates for the Down syndrome community by focusing on three key areas of programming: Resources & Support, Policy & Advocacy and Community Engagement. Within these focus areas NDSS engages in various activities, events and programs such as the National Advocacy & Policy Center, which seeks to create systemic change through engaged advocacy; the National Buddy Walk® Program, which honors and celebrates individuals with Down syndrome in local communities across the world and other initiatives that provide support, informational resources and community engagement opportunities for individuals with Down syndrome and those who support them. Visit www.ndss.org for more information about NDSS.

Position Summary

Buddy Walk® is a licensed brand of the National Down Syndrome Society (NDSS). Since 1995, the National Buddy Walk® Program has been the premier Down syndrome awareness, advocacy and peer-to-peer fundraising program in the world. It was created by NDSS to promote acceptance and inclusion of people with Down syndrome and to raise funds for local and national initiatives to support the Down syndrome community. Globally, more than 200 local and regional Down syndrome organizations license the use of the Buddy Walk® logo and name for local events. In return, licensing organizations provide a percentage of their raised funds to support NDSS programs. Reporting to the Senior Manager of Special Events, the National Buddy Walk® Program Manager will provide day-to-day support and coordination for registered Buddy Walk® organizations to help grow the program and associated revenue for NDSS. This position will work to expand the value of participation in the Buddy Walk® Program and enhance the program’s brand across the country.

Essential Functions and Responsibilities

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs

- Build and maintain relationships with global Buddy Walk® organizers to support their participation and fundraising success
- Act as the primary contact for questions about the program or organizing a Buddy Walk®
- Plan and execute meetings, conferences or other mechanisms to bring together local organizers, share best practices, provide training and build relationships
- Manage all aspects associated with registration and revenue collection for the program
- Work with the Finance team to manage the program budget and ensure that all funds are properly processed
- Work with the Digital team on content for the Buddy Walk® website and social media
- Help identify potential national or regional partners and sponsors for the program
- Support the process of identifying potential markets for new NDSS-managed Buddy Walks®
- Support planning and execution of the annual NDSS New York City Buddy Walk® and Times Square Video presentation
- Other duties as assigned

**Experience and Qualifications**

- Bachelor’s degree or equivalent in experience
- Minimum of 3 years’ experience in volunteer management, event management and fundraising
- Experience supporting or managing a walk event is strongly preferred
- Capable of building and maintaining relationships with individuals and organizations
- Must be organized, detail oriented and have the ability to manage multiple projects
- Experience in Excel strongly preferred
- Must be self-motivated and possess the ability to work well both independently and within a team
- Demonstrated commitment to the mission and goals of NDSS
- Some nights and weekends required
- Some travel is required

**NDSS Benefits**

NDSS currently offers a full competitive employee benefits including medical, dental and vision insurance, LTD, STD and Group Life insurance, 403(b) retirement plan, profit sharing, flexible time off and paid holidays.

**How to Apply**

Qualified applicants should submit their resume with a cover letter and writing sample to Human Resources via email at hr@ndss.org.

NDSS does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.